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From: Nassif, Julianne (DPH)
Sent: Thursday, April 15, 2010 11:15 AM
To: Salemi, Charles (DPH); O'Brien, Elisabeth (DPH); Hanchett, James (DPH)
Cc: Saunders, Della (DPH); Salem, Sharon (DPH)
Subject: ***Overtime Available****

I have just learned that there is vacancy savings on the State Laboratory account (4516-1000) which is available to the Drug Laboratory for overtime for sample analysis, data review and results reporting. This funding is available to both laboratory and office staff. Staff may work extra time (30 minute minimum) on regular work days, holidays and/or on weekends. OT is available to the Amherst Laboratory, however it comes with the likelihood that analysts will have to testify in court in eastern Massachusetts. It is something to consider prior to accepting, since it could ultimately be counterproductive.

All overtime forms must be completed on a weekly basis and sent or faxed (617-983-6662) to me for signature . I will be out of the laboratory for the next two weeks - 1 week "vacation" as I canvass Washington, DC and Virginia visiting colleges and the second week at a meeting in California. In my absence, Chuck & Jim can sign OT forms. I am available by cell phone for urgent matters 617.293.3945. I can also see email on my blackberry - I do not plan to respond to everything so if it is really important or time sensitive, please click the exclamation point icon as a flag.

Della - This does NOT change the plans to have staff work the next few weekends on Coverdell Funding. We should spend that money down first for weekend work.

Thanks, Julie

Julianne Nassif

Director, Division of Analytical Chemistry
William A Hinton State Laboratory Institute
Massachusetts Department of Public Health
305 South Street Boston, MA 01230
voice 617-983-6651 fax 617-983-6662
julianne.nassif@state.ma.us